

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

September 6, 2007

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TITLE:	Administrative Assistant/Accountant
POSITION NO:	48035
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 4
STARTING SALARY:	\$25,596 - \$30,910 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, September 27, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Resume is required at time of application.

TYPICAL DUTIES: This position is responsible for performing professional accounting services and office administration and technical support services to the Montana Breast and Cervical Health program. Accounting duties include budget development; providing accounting data and support for program planning; reviewing and approving/denying grant accounting transactions; monitoring program expenditures; reconciling internal systems, federal expenditure tracking systems, and Statewide Accounting, Budgeting, and Human Resource System (SABHRS) to ensure coordination with federal government funds tracking system; developing financial reports; completing fiscal year end and close-out procedures on time; monitoring personal services budgets and tracking division budget parameters; and entering journal vouchers in SABHRS to correct grant expense transactions. Grant and contract administration duties include coordinating Requests for Proposals; monitoring contractor services, operations, and budgets; evaluating grants, contracts, and budget estimates; establishing procedures for analyzing grant expenditures and ensuring contractor and grantee compliance with contract stipulations; coordinating and approving payment of claims for contracted services; and auditing and reviewing contractor financial reports,

expenditures, and budget amounts. This position supervises one administrative support position.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and practices of accounting; contract administration; grant management; auditing procedures; applicable laws, rules, and regulations; project planning; project budgeting; federal funding requirements; data and records management; procurement; office management; computer troubleshooting techniques and tools; and statistical analysis.

Skills: Skill in directing, organizing, and coordinating multiple projects related to payment and contract compliance; project management; budgeting monitoring and analysis; accounts reconciliation; and effective written and verbal communication.

Abilities: Ability to develop systematic approaches to problem solving; to communicate effectively verbally and in writing; multi-task; organize; and solve problems.

EDUCATION/EXPERIENCE REQUIRED: Associate's degree in accounting, business administration, office administration, or directly-related field with significant coursework in accounting **AND** three years progressively responsible accounting experience including government accounting and budgeting, and grant and contract administration experience **OR** Bachelor's degree in accounting, business administration, finance, or directly-related field **AND** one year of government accounting/budgeting experience. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.5/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Copy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to**

submit them to our office after the closing date to:
HUMAN RESOURCES, PO Box 4210, Helena MT 59604); and
4. Resume is required at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.